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ABSTRACT

This guide, which lists some of the main sources of existing instructional materials and resources, is intended for use by individuals seeking appropriate materials for inclusion in vocational and technical education and training programs. The following are covered in the individual sections of the guide: international organizations, national organizations, regional curriculum coordination centers, curriculum consortia, U.S. military organizations, U.S. government agencies, universities, state resources, state departments of education, professional associations, commerical publishers of books and audiovisual materials and equipment, manufacturers, guides to free materials, and guides to audiovisual materials. Where appropriate, the items listed are accompanied by annotations and/or names and addresses of contact persons. (MN)

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INSTRUCTIONAL MATERIALS

FOR

VOCATIONAL AND TECHNICAL EDUCATION AND TRAINING PROGRAMS:

A RESOURCE HANDBOOK

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

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Prepared by

Clifton P. Campbell

Department of Technological and Adult Education
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March 1988

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Clifton P. Campbell
The University of Tennessee

Instructional materials are tangible student-oriented resources, with instructional content or function. The purposes of instructional materials are to (a) complement or supplement the instructional process, and (b) to increase instructional effectiveness so that students acquire the knowledge and skills essential for successful performance.

Instructional materials were once confined to a chalkboard, textbook and physical objects. Today instructors have available a steadily expanding array of materials. They may select and use printed matter, non-print audio-visual materials and manipulative aids. Printed instructional materials include such things as books, work books, instruction sheets, programmed materials, modules, manuals and a variety of other documents.

Non-print audio-visual materials involve seeing and hearing and usually require some type of equipment (hardware) for their use. Such materials include overhead transparencies, slides, audio tapes, video tapes, video disks, and motion pictures. Manipulative aids are those things that are physically handled and include such items as objects (hand tools, machines, etc.), mock-ups, models, cutaways, trainers and simulators. Print and non-print materials are also referred to as instructional media.

The development and dissemination of instructional materials is flourishing in both the private and public sectors. A vast array of federal and state supported centers and clearinghouses as well as government agencies, multi-state consortia, and universities are involved in developing and disseminating instructional materials. All these efforts are dedicated, in one way or another, to program improvement through high quality materials.

The following is an organized listing of some of the better sources of existing instructional materials. It is seldom necessary to contact more than a few of the appropriate sources, but the effort to locate materials will be far more productive if the searcher is well informed about the options available.

INTERNATIONAL ORGANIZATIONS

International Labour Office (ILO)
ILO Publications
CH-1211 Geneva 22, Switzerland

A catalog and lists of publications dealing with vocational training can be obtained from the ILO. In addition to other relevant materials, audio visual training packages for office skills are available. A series of staff development modules and Modules of Employable Skill (MES) can be purchased. MES learning elements are self-contained modules, each covering a specific learning objective. Approximately 800 MES learning elements have been completed.

United Nations Educational, Scientific, and Cultural Organization (UNESCO)
Division of Science, Technical and Environmental Education
Technical and Vocational Education Section
7 place de Fontenoy
75700 Paris, France

Among the many useful documents dealing with vocational and technical education, UNESCO has printed a two volume publication on direct current (D.C.) machines. The first volume (ITIB 6331-22B) contains a topical course outline, a list of jobs the course content is appropriate to, course prerequisites, objectives and other information as well as a model set of 80 technical illustrations. The second volume (ITIB 6331-22M) is a module on D.C. machines which includes the illustrations from Volume one.

Cement and Concrete Association
Publications Distribution
Wexham Springs, Slough SL3 6PL, United Kingdom

City and Guilds of London Institute
76 Portland Place
London W1N 4AA, United Kingdom

A list of publications can be obtained. Some booklets, leaflets and information sheets are free. Skill scheme syllabuses, skill test booklets, and other publications are available through the Sales Section.

Construction Industry Training Board (CITB)
Radnor House
1272 London Road,
Norbury SW 16 4EL, United Kingdom

Engineering Industry Training Board (EITB)
P.O. Box 176, 54 Clarendon Road
Watford WD1 1LB, United Kingdom

Road Transport Industry Training Board (RITB)
Publications MOTEC
High Ercall, Telford
Shropshire TF6 6RB, United Kingdom

Video Arts
Dumbarton House, 2nd Floor
68 Oxford Street
London W1N 9LA, United Kingdom

NATIONAL ORGANIZATIONS

The National Center for Research in Vocational Education (NCRVE) and Education Resources Information Center (ERIC) Clearinghouse on Adult, Career, and Vocational Education

The Ohio State University
1960 Kenny Road
Columbus, Ohio 43210
(614) 486-3655 or 800-848-4815

NCRVE is a full-service organization that integrates vocational education, training, evaluation, development, information, dissemination, and research. It distributes the following publications:

(1) The Centergram is a monthly newsletter which describes projects, products, and services.

(2) MEMO is a quarterly newsletter covering a wide range of dissemination and utilization issues, products, and techniques.

(3) VOCATIONAL EDUCATOR is a semi-annual tabloid featuring NCRVE products.

(4) ERIC Clipboard is a quarterly newsletter on issues relating to adult, career and vocational education in the ERIC system, one of the most comprehensive national compilations of information available.

(5) Resources In Vocational Education (RIVE) is a bi-monthly publication. The document resume section contains vocational education materials and subject, author, and institution indices. The projects in progress section describes currently funded projects in vocational and career education administered by state and federal governments. The organizational resources section includes directories of research coordinating units, curriculum coordinating centers, special associations, journals and magazines related to vocational education, and profiles of information systems.

Indices to and summaries of a variety of materials intended primarily for use by vocational educators are prepared by the ERIC Clearinghouse on Adult, Career and Vocational Education. These are announced bimonthly in Resources in Vocational Education (RIVE). Computer searches of the ERIC microfiche collection can be run for users on a cost-recovery basis.

National Occupational Competency Testing Institute (NOCTI)
Ferris State University
409 Bishop Hall
Big Rapids, Michigan 49307
(616) 796-4695 or 800-334-6283

NOCTI is a non-profit educational corporation which provides teacher and student occupational competency exams as well as industrial assessments for business and industry.

(1) Teacher Occupational Competency Tests (TOCTs) for certification and advancement of teachers.

(2) Student Occupational Competency Achievement Tests (SOCATs) for assessment of job-ready skills and program improvement.

(3) Industrial Occupational Competency Tests (IOCTs) for state-of-the-art measurements in specific jobs and skills relevant to industrial situations.

American Association for Vocational Instructional Materials (AAVIM)
120 Driftmier Engineering Center
Athens, Georgia 30602
(404) 542-2586

AAVIM was organized by a cooperative effort between education, industry and government agencies in the United States and Canada to provide for excellence in vocational and technical instructional materials. The following catalogs and brochures list and describe relevant instructional materials:

(1) Catalog of vocational and technical materials published by AAVIM.
(2) Computer Software Catalog contains software programs for a large number of vocational and technical subjects.
(3) Do-it-yourself video series on home improvement and woodworking topics.

REGIONAL CURRICULUM COORDINATION CENTERS

National Network for Curriculum Coordination in Vocational & Technical Education (NNCCVTE)

The National Network is funded through contracts negotiated with the U.S. Department of Education. The goal is to improve coordination of curriculum development and dissemination. The network consists of the following six regional Curriculum Coordination Centers which provide free services.

East Central Curriculum Coordination Center
Illinois Office of Education
Division of Ad. Vocational and Technical Education (E426)
100 North First Street
Springfield, Illinois 62777
(217) 782-0758

Midwest Curriculum Coordination Center
State Department of Vocational and Technical Education
1515 West Sixth Avenue
Stillwater, Oklahoma 74074
(405) 377-2000, ext. 261

Northeast Curriculum Coordination Center
Bureau of Occupational and Career Research Development
Division of Vocational Education
225 West State Street
Trenton, New Jersey 08625
(609) 292-6562

Northwest Curriculum Coordination Center
Washington State Commission for Vocational Education
Building 17, Airdustrial Park
Olympia, Washington 98504
(206) 753-0879

Southeast Curriculum Coordination Center
Mississippi State University
Research and Curriculum Unit
P.O. Drawer DX
Mississippi State, Mississippi 39762
(601) 325-2510

A maximum of six items at a time are available on loan for a two week period.

Western Curriculum Coordination Center
University of Hawaii
College of Education
1776 University Avenue, West 216
Honolulu, Hawaii 96822
(808) 948-7843

CURRICULUM CONSORTIUMS

National and Regional Consortium

National and regional consortiums have been organized and supported by various states and/or individual institutions. They develop and make available occupational (job) analyses and/or curriculum materials.

Vocational-Technical Education Consortium of States (V-TECS)
795 Peachtree Street, NE
Atlanta, Georgia 30365
(404) 897-6158 or 800-248-7701

V-TECS is a consortium of some 25 states, the U.S. Military and other government agencies joined together to conduct occupational analyses and to publish them in the form of catalogs of performance objectives and guides. The catalogs list duty areas and tasks, performance objectives, performance guides, standards, and the tools and equipment used. Nonmembers can purchase the catalogs, curriculum guides and other products from V-TECS.

Interstate Distributive Education Curriculum Consortium (IDECC)
The Ohio State University
1166 Chesapeake Avenue
Columbus, Ohio 43212

IDECC is a consortium of states that started in 1972 to develop a competency-based learning system based on task analysis for 69 occupations in marketing and distribution. The consortium sponsored the development of 500 learning activity packages (LAPs), and is continuing to develop more competencies based on occupational analyses for additional occupations.

MarkED Resource Center
Division of IDECC (see entry above)
The Ohio State University
1375 King Avenue, P.O. Box 12226
Columbus, Ohio 43212-0226
(614) 486-6708

Thirteen learning activity packages (LAPs), that have been field tested, are available on marketing education. They cover economics, management, pricing, selling, human relations, marketing and business. A free catalog is available.

Mid-America Vocational Curriculum Consortium (MAVCC)
1500 West Seventh Avenue
Stillwater, Oklahoma 74074-4364
(405) 377-2000 or 800-654-3988

MAVCC is a consortium of 11 states which develops curriculum and instructional materials in a wide range of occupational areas. The materials are available to member states (at special prices) and nonmembers.

U.S. MILITARY

Listed below are documents which contain a standard listing of existing courses of instruction offered by each branch of the U.S. Military. Existing courses may provide some or all of the instructional materials necessary to meet your training requirements.

	Course Lists	Obtain by Writing
AIR FORCE	Air Force Manual 50-5, USAF Formal Schools Catalog	Director of Program Management (TTP) DCS/Technical Training HQ Air Training Command Randolph Air Force Base Texas 78148 (817) 851-4124
ARMY	Department of Army Pamphlet 351-4, Formal Schools Catalog	Deputy Chief of Staff for Training and Schools U.S. Army Training and Doctrine Command Fort Monroe, Virginia 23651
MARINE CORPS	Marine Corps Order P1500.12, Formal Schools Catalog	Commandant of the Marine Corps Code HQSP HQ U.S. Marine Corps Washington, DC 20380
NAVY	NAVEDTRA 10500 (series) Catalog of Navy Training Courses	Chief of Naval Education & Training Naval Air Station Pensacola, Florida 32508

The first step in determining if an existing course of instruction will meet your training needs is to verify the acceptability of the job analysis upon which the course was based and the acceptability of the validation documentation. The following sources can provide course development documentation, when it exists.

AIR FORCE

USAF Occupational Measurement Center (OMY)
Lackland Air Force Base
San Antonio, Texas 78236

Chief of Occupational Analysis Division
Randolph Air Force Base, Texas 78148
(512) 652-6623

Source of job analysis information on occupational specialties.

ARMY

U.S. Army Training and Doctrine Command
Director, Training Management Institute
ATTN: 6-TMI
Fort Eustis, Virginia 23604-5206

MARINE CORPS	USMC Manpower Utilization Office MCCED Code MPU Quantico, Virginia 22134
NAVY	Naval Education and Training Program Development Center (Code IPD-1) Pensacola, Florida 32509 (904) 452-1640

Other points of contact concerning the availability of materials and courses of instruction developed by the military, which can be adapted for use in civilian programs, include the following:

Air Force Office of Public Affairs
Magazine and Book Division (AFDPA-MB)
1221 South Fern Street RMD-159
Arlington, Virginia 22202

Army Correspondence Course Program Catalog
Army UPDATE Publications
800 West Church Road
Mechanicsburg, Pennsylvania 17055-3198

Commanding Officer
Attn: Public Sales Desk
Naval Publications and Forms Center
5801 Tabor Avenue
Philadelphia, Pennsylvania 18120

Naval Training Equipment Center
Department of the Navy
Department of Defense
Orlando, Florida 32813

Public Affairs
Army Corp of Engineers
Department of the Army
Department of Defense
20 Massachusetts Avenue, NW
Room 8137
Washington, DC 20314

U.S. Air Force
School of Health Care and Sciences
Sheppard Air Force Base
Wichita Falls, Texas
(817) 851-2511

Materials related to technician training in dentistry, medicine, nursing, biomedical science and health services administration.

U.S. Army
School of Health Sciences
Fort Sam Houston
San Antonio, Texas
(512) 221-5838

Materials related to the Health Sciences.

Note. Selected curriculum and instructional materials developed for use by all branches of the U.S. Military that were judged applicable to civilian education and training programs have been prepared for dissemination by NCRVE. They are available through ERIC and the regional curriculum coordination centers. These materials include curriculum outlines, public domain texts, instructor guides, trainee guides, workbooks, programmed instruction, and various forms of audio visual media. For further information about U.S. Military Curriculum Materials, write or call:

Program Information Office
The National Center for Research in Vocational Education (NCRVE)
The Ohio State University
1960 Kenny Road, Columbus, Ohio 43210-1090
(614) 486-3655 or 800-848-4815

U.S. GOVERNMENT AGENCIES

Chief, Curriculum Development Branch
Office of Education, U.S. DHEW
Washington, DC 20202

Department of Agriculture
Fourteenth and Independence Avenue, SW
Washington, DC 20250

Government Printing Office
N. Capital and H Streets
Washington, DC 20401

National Audio Visual Center
Customer Services Section
8700 Edgeworth Drive
Capitol Heights, Maryland 20743-3701
(301) 763-1896

The central information and distribution source for more than 8,000 16mm films, videotapes, filmstrips and sound-slide sets produced by the U.S. Government. A variety of inexpensive media for auto mechanics, construction, electricity, electronics, machine shop, welding and other occupations are described in five different free catalogs. The publication - Media for Vocational/Technical Education - contains most of the entries.

Division of Vocational and Technical Education
Office of Education, U.S. DHEW
Washington, DC 20202

Vocational Agriculture Service
1510 H Street, NW
Washington, DC 20005

UNIVERSITIES

The following are university projects and instructional materials laboratories, centers and clearinghouses.

Allied Health Professions Project
University of California
1003 Wilshire Boulevard
Santa Monica, California 90401

This project resulted in the production of a series of task analyses and modules to support individualized instruction in the clinical laboratory occupations. Each module includes directions for student use, performance objectives, a vocabulary list, a general introduction, a skill lesson (specific objective, materials and equipment listing, and step-by-step illustrated procedure), a performance checklist, enrichment activities, and reading assignments.

Curriculum Publications Clearinghouse
Western Illinois University
Horrabin Hall 46
Macomb, Illinois 61455
(309) 298-1917

Division of Vocational-Technical Education
Virginia Polytechnic Institute and State University
Blacksburg, Virginia 24060

EIMC
University of Texas at Austin
P.O. Box 7218
Austin, Texas 78713-7218
(512) 471-7716

Publishers of computer aided instruction software, audio-visuals and printed materials for a number of programs.

Instructional Materials Laboratory
University of Missouri-Columbia
10 Industrial Education Building
Columbia, Missouri 65211

Instructional Materials Service
Cornell University
3 Stone Hall
Ithaca, New York 14853

Instructional Materials Service
Texas A&M University
F.E. Box 2588
College Station, Texas 77843-2588
(409) 845-6601

New Jersey Vocational-Technical Curriculum Laboratory
Rutgers University
4103 - Kilmer Campus
New Brunswick, New Jersey 08903
(201) 932-3845/3846/3847

Occupational Curriculum Laboratory
East Texas State University
Commerce, Texas 75428

Ohio Agricultural Education Curriculum Materials Service
Room 254, 2120 Fyffe Road
The Ohio State University
Columbus, Ohio 43210

This center has produced a number of student manuals, teacher supplements, slide series, cassettes, transparency masters, sample exams, forms, and task sheets for a wide range of agriculture-related courses. The materials are tied to the Agdex Filing System.

Ohio State University, Vocational Instructional Materials Laboratory
154 W. Twelfth Avenue, Room 139
Columbus, Ohio 43210-1302
(614) 422-5001

South Carolina Vocational Education Media Center
Clemson University
10 Tillman Hall
Clemson, South Carolina 29631

Technological and Adult Education Department, Curriculum Project
University of Tennessee
402 Claxton Addition
Knoxville, Tennessee 37996-3400
(615) 974-2574

The Center for Studies in Vocational Education
VIMAS Coordinator
Florida State University
Tallahassee, Florida 32306
(904) 644-2440

Vocational Agriculture Service
College of Agriculture
University of Illinois
434 Mumford Hall
Urbana, Illinois 61801

Vocational Curriculum Materials Center
Pittsburg State University
Pittsburg, Kansas 66762

As part of a Basic Core Curriculum Project, 29 units of instruction were prepared in the area of horticulture. Each unit includes a terminal objective, specific objectives, information sheets, assignment sheets, and a unit test.

Wisconsin Vocational Studies
University of Wisconsin-Madison
964 Educational Science Building
1025 W. Johnson Street
Madison, Wisconsin 53706

STATE RESOURCES

Many state departments of education and state curriculum labs have also developed instructional materials.

Competency Based Vocational Education Unit
Division of Materials and Curriculum
1912 Capital Plaza Tower
Frankfort, Kentucky 40601

Over 1,500 modules have been developed in Kentucky in 28 occupations, representing all vocational service areas. Each module is developed based on one performance objective and includes instruction sheets, self-checks, and final checkout activities. The modules are supplemented by sound-slide presentations and instructor manuals.

Curriculum Development Unit
New Mexico State Department of Education
Education Building
Santa Fe, New Mexico 87503

This unit has developed ten mini-manuals on office communication proofreading. Each includes terminal and specific objectives, information, tasks for practice, and a test. Answer keys are provided in teacher manuals.

The Center for Studies in Vocational Education
2003 Apalachee Parkway
Tallahassee, Florida 32301

Supported by the Florida Division of Vocational Education, this center has produced competency-based instructional materials for a number of programs.

Curriculum and Instructional Materials Center (CIMC)
Oklahoma State Department of Vocational and Technical Education
1500 West Seventh Avenue
Stillwater, Oklahoma 74074-4364
(405) 377-2000 or 800-654-4502

This center develops and makes available instructional materials for all vocational service areas. Materials are in the form of loose-leaf units of instruction, instructor and student manuals, modules, media, and competency profiles. Units contain objectives, suggested activities, information sheets, transparency masters, assignment sheets, job sheets, criterion-referenced tests, and answer sheets.

Vocational Curriculum Laboratory
Cedar Lakes Conference Center
Ripley, West Virginia 25271

A unit of the West Virginia Department of Education, Bureau of Vocational-Technical and Adult Education, this center has helped to support the development of a number of competency-based curricula for vocational education areas, including pre-vocational business and office, home management and nursing assistant. Each curriculum package includes a teacher's section, an introduction, student competency sheets and learning activity directions, supplements, and evaluation sheets.

STATE DEPARTMENTS OF EDUCATION
(INCLUDING U.S. POSSESSIONS)

Alabama

James Kendrick
Vocational Curriculum Development Unit
Division of Instructional Services
State Office Building, Room 802
Montgomery, Alabama 36130
(205) 261-5225

Alaska

Verdell Jackson
Vocational Education
Pouch F - Gold Belt Place
Juneau, Alaska 99811
(907) 465-2980

American Samoa

Valaparaiso Ieremia
State Director for Vocational Education
Box 324
Pago Pago, American Samoa 96799
(684) 633-5238

Arizona

Barbara Gutheil
Arizona Center for Vocational Education
Northern Arizona University
P.O. Box 6025
Flagstaff, Arizona 86011
(602) 523-4192

Arkansas

Jim Dasher
Vocational Division
Education Building, West
Little Rock, Arkansas 72201
(501) 371-1855

California

Nona Verloo
Vocational Education Support Service
California State Department of Education
721 Capitol Mall, 4th Floor
Sacramento, California 95814
(916) 445-0404; T74Y

Colorado

Wiley Lewis
Department of Vocational Education
Room 114, Vocational Building
Colorado State University
Ft. Collins, Colorado 80523
(303) 491-5273

Connecticut

Fred Haddad
Connecticut State Department of Education
P.O. Box 2219
165 Connecticut Avenue
Hartford, Connecticut 06145
(203) 566-7418

Delaware

Rachel J. Schweitzer
Department of Public Instruction
J.G. Townsend Building
P.O. Box 1402
Dover, Delaware 19901
(302) 736-4681

District of Columbia

Ted Glenn
Brown Junior High School
24th and Benning Road, NE
Washington, DC 20002
(202) 724-3922

Florida

David McQuat
Vocational Division
State Department of Education
Knott Building
Tallahassee, Florida 32301
(904) 488-3192

Georgia

Patt Stonehouse
State Board of Postsecondary Vocational Education
Georgia Department of Education
Twin Towers West, Suite 1084
Atlanta, Georgia 30334
(404) 656-5845

Guam

Allan Yuen
Guam Community College
P.O. Box 23069
Guam Main Facility
Guam, Mariana Islands 96921
(671) 734-4311

Hawaii

Barbara White
Research Coordinating Unit
University of Hawaii
2327 Dole Street
Honolulu, Hawaii 96822
(808) 948-7461; T3B9

Idaho

Donald Eshelby
State Division of Vocational Education
650 West State Street
Boise, Idaho 93720
(208) 334-3871: TDWJ

Illinois

Peggy Pool
Research & Development
Illinois State Board of Education
100 N. 1st Street
Springfield, Illinois 62777
(217) 782-4620

Indiana

Ed Brown
State Board of Vocational Technical Education
Room 401, Illinois Building
17 W. Market Street
Indianapolis, Indiana 46204
(317) 232-1823

Iowa

Ron Jarchow
Career Education Division
Grimes State Office Building
Des Moines, Iowa 50319
(515) 281-4718

Kansas

Les Abel
Research Coordinating Unit
State Department of Education
120 East 10th Street
Topeka, Kansas 66612
(913) 296-2222

Kentucky

John Horton
Curriculum Development Unit
Office of Vocational Education
2024 Capitol Plaza Tower
Frankfort, Kentucky 40601
(502) 564-2890

Louisiana

David Poston
Vocational Curriculum Development and Research Center
P.O. Box 1159
Natchitoches, Louisiana 71458-1159
(318) 352-5348; 226-7061

Maine

Maurice Parent
Bureau of Vocational Education
Department of Education, Station 23
Augusta, Maine 04333
(207) 289-3565

Maryland

Rose Mary Bengel
RCU Director
Maryland State Department of Education
Division of Vocational-Technical Education
200 W. Baltimore Street, 3rd Floor
Baltimore, Maryland 21201
(301) 659-2566

Massachusetts

John McDonagh
Division of Occupational Education
Massachusetts Department of Education
1385 Hancock Street
Quincy, Massachusetts 02169
(617) 770-7380

Michigan

Bob Pangman (Acting)
State Department of Education
P.O. Box 30009
Lansing, Michigan 48909
(517) 373-0402

Minnesota

Joann Akemann-Chein
State Department of Education
564 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 297-4390

Mississippi

Jimmy McCully
Research and Curriculum Unit
P.O. Drawer DX
Mississippi State University
Mississippi State, Mississippi 39762
(601) 325-2510

Missouri

Harley Schlichting
University of Missouri
10 Industrial Education Building
Columbia, Missouri 65211
(314) 882-2883

Montana

Robert Ruthemeyer
Specialist for Research and Planning
Office of Public Instruction
1300 Eleventh Avenue
Helena, Montana 59620
(406) 444-2410

Nebraska

Merle Rudebusch
Nebraska Department of Education
301 Centennial Mall, South
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Lincoln, Nebraska 68509
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Nevada

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State Director for Vocational Education & Continuing Education
Nevada Department of Education
400 West King Street
Carson City, Nevada 89710
(702) 885-3144

New Hampshire

Richard Monteith
Division of Instructional Services
New Hampshire State Department of Education
101 Pleasant Street
State Office Park, South
Concord, New Hampshire 03301
(603) 271-3186

New Jersey

Janet Black
Division of Vocational Education
New Jersey Department of Education
225 W. State Street
CN 500
Trenton, New Jersey 08625
(609) 292-5622

New Mexico

Doug Richardson
New Mexico State Department of Education
Education Building
Santa Fe, New Mexico 87501-2786
(505) 827-6646

New York

Richard Jones
Occupational Education Program Development
State Department of Education
Room 1623, One Commerce Plaza
Albany, New York 12234
(518) 474-4806

North Carolina

Meg Murphy
Division of Vocational Education
North Carolina Department of Public Instruction
Room 528, Educational Building
Raleigh, North Carolina 27611
(919) 733-7094

North Dakota

Ron Mehrer
Curriculum Specialist
State Board for Vocational Education
15th Floor, Capitol Tower
Bismark, North Dakota 58505
(701) 224-3195

Northern Marianas

Atanacio Taitinfong
Acting Director for Vocational Education
Department of Education
Commonwealth of the Northern Marianas
Saipan, CM 96950
(670) 9311, 9827

Ohio

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Instructional Materials Lab
154 W. 12th Avenue
Student Services Building
Ohio State University
Columbus, Ohio 43210
(614) 422-5001

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Oregon

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Salem, Oregon 97310
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Harrisburg, Pennsylvania 17108
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Hato Rey, Puerto Rico 00919
(809) 753-7275

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22 Hayes Street
Providence, Rhode Island 02908
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South Dakota

Larry Lyngstad
Curriculum Coordinator and Personnel Development
Division of Vocational Education
Richard F. Kneip Building
Pierre, South Dakota 57501
(605) 773-3423

Tennessee

Jim Vinson
Director of Program Services
200 Cordell Hull Building
Nashville, Tennessee 37219
(615) 741-1819

Texas

Patricia Lindley
Research Coordinating Unit
Texas Education Agency
1701 N. Congress Avenue
Austin, Texas 78701
(512) 463-9310

Trust Territory

Ruben Dayrit
Cooperative Extension Services
College of Micronesia
Drawer F
Kolonia, Ponape
Eastern Caroline Islands 96941
727

Utah

N. Craig Kennington
Director of Program Improvement
Vocational Education Division
State Office of Education
250 East 500 South
Salt Lake City, Utah 84111
(801) 533-5371; T29U

Vermont

Arthur Ericson
Vocational-Technical Education
Vermont Department of Education
State Office Building
Montpelier, Vermont 05602
(802) 828-3101

Virgin Islands

Irvin Sewer
Department of Education
P.O. Box 6640
Charlotte Amalie, Virgin Islands 00801
(809) 774-3046

Virginia

Kay Brown
Department of Education
P.O. Box 60
Richmond, Virginia 23216
(804) 225-2074

Washington

Susan Quattrociocchi
Administrator, Special Programs
Commission for Vocational Education
Building 17 - Airdustrial Park
Olympia, Washington 98504
(206) 753-5673, SCAN 234-5673

West Virginia

Stanley E. Hopkins
Coordinator, Vocational Curriculum
Vocational Curriculum Laboratory
Cedar Lakes Conference Center
Ripley, West Virginia 25271
(304) 372-8673

Wisconsin

Lou Chinnaswamy
Board of Vocational, Technical and Adult Education
4802 Sheboygan Avenue, 7th Floor
P.O. Box 7874
Madison, Wisconsin 53707
(608) 266-2222

Wyoming

Renae Humburg
State Director of Vocational Education
Department of Education
Hathaway Building
Cheyenne, Wyoming 82002
(307) 777-7415; TD9A, AV06352

PROFESSIONAL ASSOCIATIONS

Associations serving instructors and workers have supported the development of instructional materials.

American Association of Community and Junior Colleges (AACJC)
National Center for Higher Education
1 Dupont Circle
#410
Washington, DC 20036

American Dental Association
Divison of Education
211 East Chicago Avenue
Chicago, Illinois 60611
(805) 621-8099

American Society for Training and Development
1630 Duke Street
Box 1443
Alexandria, Virginia 22313

American Vocational Association (AVA)
1410 King Street
Alexandria, Virginia 22314

Associated General Contractors of America
Manpower and Training Services
1957 E Street, NW
Washington, DC 20006
(202) 393-2040

This organization has supported the development of instructional units for such areas as residential and commercial carpentry, heavy equipment operator and mechanic, bricklaying, cement masonry, and millwright. Units include behavioral objectives, suggested activities, information sheets, transparency masters, job sheets, assignment sheets, answer sheets, paper and pencil and criterion-referenced performance tests, and test answers.

Association for Supervision and Curriculum Development (ASCD)
1701 K Street, NW
Washington, DC 20006

National Association of Industrial and Technical Teacher Educators (NAITTE)
c/o Floyd Krubeck
Kearney State College
Kearney, Nebraska 68847

National Association of Vocational Homemakers Teachers (NAVHT)
1510 N Street, NW
Washington, DC 20005

National Business Education Association (NBEA)
1906 Association Drive
Reston, Virginia 22091

National Council of Local Administrators of Vocational Education and Practical Arts (NCLA)
Trade and Technical Education
Board of Education, City of New York
66 Rugby Road
Brooklyn, New York 11226

National Education Association (NEA)
1201 16th Street, NW
Washington, DC 20036

National Restaurant Association (NRA)
311 First Street, NW
Washington, DC 20001
(202) 638-6100 or 800-424-5156

A catalog of books, booklets, manuals, charts, posters, films, filmstrips, and video tapes is available for food service programs.

National Vocational Agricultural Teachers Association (NVATA)
Box 4498
Lincoln, Nebraska 68504

Vocational Industrial Clubs of America, Inc.
105 North Virginia Avenue
Falls Church, Virginia 22046

COMMERCIAL PUBLISHERS OF BOOKS, AUDIO-VISUAL MATERIALS AND EQUIPMENT

Addison-Wesley Training Systems
Route 128
Reading, Massachusetts 01867-9984

Advantage Media, Inc.
21601 Marilla Avenue
Chatsworth, California 91311-4124

Allyn and Bacon, Inc.
470 Atlantic Avenue
Boston, Massachusetts 02210

American Technical Publishers, Inc.
1155 West 175th Street
Homewood, Illinois 60430
(312) 957-1100 or 1-800-323-3471

Arco Publishing, Inc.
219 Park Avenue South
New York, New York 10003

Barr Films
3490 Foothills Blvd.
P.O. Box 5669
Pasadena, California 91107

Charles A. Bennett Co., Inc.
809 West Det Weiller Drive
Peoria, Illinois 61614

Benzizer, Bruce & Glencoe, Inc.
8701 Wilshire Blvd.
Beverly Hills, California 90211

Bergwall Productions, Inc.
P.O. Box 238
Garden City, New Jersey 11530-0238
800-645-3565

Bobbs-Merrill Education Publishing
4300 West 62nd Street
P.O. Box 7080
Indianapolis, Indiana 46206

Cally Curtis Co.
1111 North Las Palmas Avenue
Hollywood, California 90038-1289

Career Aids, Inc.
20417 Nordhoff Street, Dept. R
Chatsworth, California 91311
(818) 341-8200

Chilton Book Co.
One Chilton Way
Radnor, Pennsylvania 19089
800-345-1214

Clairol, Inc.
Professional Products Division
345 Park Avenue
New York, New York 10154

Cosmetology and hairdressing only.

DCA Education Products
Box 840
Plumsteadville, Pennsylvania 18949
(215) 343-2020 or 800-523-6034

Delmar Publishers, Inc.
2 Computer Drive, West
Box 15015
Albany, New York 12212-5015
(518) 459-1150 or 800-833-3350

Executive Book Summaries
5 Main Street
Bristol, Vermont 05443

Glencoe Publishing Co.
Bennett & McKnight Division
809 North Det Weiller Drive
Dept. IE/FL86
Peoria, Illinois 61615

Goodheart-Willcox Co.
123 West Taft Drive
South Holland, Illinois 60473-9977
(312) 333-7200 or 1-800-323-0440

GP Courseware
Department H
10650 Hickory Ridge Road
Columbia, Maryland 21044-9990

Gregg/McGraw-Hill
1221 Avenue of the Americas
New York, New York 10021

Hobar Publications
1234 Tiller Lane
St. Paul, Minnesota 55112

Interstate Printers & Publishers, Inc.
Jackson at Van Buren
Danville, Illinois 61832

John Wiley & Sons, Inc.
Occupational Division
605 Third Avenue
New York, New York 10158
(212) 807-0530

Leighton & Kidd, Ltd.
295 Evans Avenue
P.O. Box 940, Station "U"
Toronto, Ontario, Canada M8Z 5P9
(416) 252-6407

Industrial Maintenance Training Programs (55 video tapes)

McKnight Publishing Co.
Box 2854
Bloomington, Illinois 61701

Merrill Publishing Co.
1300 Alum Creek Drive
Box 508
Columbus, Ohio 43216-9889
(614) 890-1111 or 800-848-1567

Milady Publishing Corporation
3839 White Plains Road
Bronx, New York 10467

Cosmetology and hairdressing only.

National Publishers
137 E. Main Street
Elmsford, New York 10523

Organization Design and Development
101 Bryn Mawr Avenue, Suite 310
Bryn Mawr, Pennsylvania 19010

Prakken Publications, Inc.
416 Longshore Drive
Box 8623
Ann Arbor, Michigan 48107
(313) 769-1211

Prentice Hall & Bacon
200 Old Tappan Rd.
Old Tappan, New Jersey 07675-9987

Prentice Hall Press
1 Gulf Western Plaza
New York, New York 10023-7771
1-800-524-2349

Scholastic Book Services
P.O. Box 2002
904 Sylvan Avenue
Englewood Cliffs, New Jersey 07632

South-Western Publishing Co.
5101 Madison Road
Cincinnati, Ohio 45227
(513) 527-6900 or 800-431-1288

Tailco, Inc.
2320 South Third Street
STE #T
Jacksonville, Florida 32250

Teaching Aids, Inc.
P.O. Box 1798
Costa Mesa, California 92628-0798

Tel-A-Train, Inc.
P.O. Box 4752
Chattanooga, Tennessee 37405
(615) 266-0113 or 800-251-6018

Training courses in safety, hydraulics, programmable controllers, electronics, electricity, pneumatics, welding and mechanical maintenance.

TPC Training Systems
310 S. Michigan Avenue
Chicago, Illinois 60604
(312) 537-6610

Training programs in plumbing, structural painting, programmable controllers, robotics, rigging, electricity and instructing a class.

Video Training Resources, Inc.
7500 W. 78th Street
Edina, Minnesota 55435-2889
(612) 944-8190 or 800-828-8190

Video and text training programs in machine technology, welding, maintenance and other industrial skills.

Westinghouse Learning Corporation
5005 West 110th Street
Oak Lawn, Illinois 60453

MANUFACTURERS

Ashland Oil Co.
Ashland, Kentucky 41114

Belden
2625 West Butterfield Road
Oak Brook, Illinois 60521

Dana Corp.
School Assistance/Publications Service
P.O. Box 453
Toledo, Ohio 43692-0453

Echlin
U.S. 1
Branford, Connecticut 06405

General Battery Corp.
P.O. Box 591
Milwaukee, Wisconsin 53201

General Motors, Product Service Training
Merchandising Department
30501 Van Dyke Avenue
Warren, Michigan 48090-2008

Instructor guides, training reference manuals, overhead transparencies and simulators originally developed for General Motors automotive training provided to dealers.

John Deere Distribution Service Center
Service Training Department
333, 1400 3rd Avenue
Moline, Illinois 61265

Marquette Service Equipment
Box 27207, 11333 W. National Avenue
Milwaukee, Wisconsin 53227

Martin-Senour
5422 Dansher Rd.
Countryside, Illinois 60525

Microtest Automatic Transmission Parts
1201 Sycamore Avenue, West
Greenwood, Mississippi 38930

Murray Products
Schilling Circle
Cockeysville, Maryland 21030

National Bearing Co.
P.O. Box 1966
Detroit, Michigan 48235
Attn: Publications Dept. - WMG

National Products, Inc.
P.O. Box 5887
Denver, Colorado 80217

PPG Industries, Inc.
Automotive, Aircraft, and Fleet
Rt. 1, Lot 21
Stonebrook 111
Bluff City, Tennessee 37618
Attn: Wayne Camper

Precision Universal Joint Corp.
3440 North Kedzie Avenue
Chicago, Illinois 60618

Rayloc
600 Rayloc Drive
Atlanta, Georgia 30378

Service Equipment
Box 27207
11333 West National Avenue
Milwaukee, Wisconsin 53227

Sikkens Car Finishes
6040-H Northbelt Drive
Norcross, Georgia 30071

Stewart-Warner Corp.
1826 W. Diversay Parkway
Chicago, Illinois 60614

Tenneco Automotive
1201 Michigan Blvd.
Racine, Wisconsin 53402

The list of manufacturers is impossible to complete because of the enormous number that exist. A sampling is included here. Depending on the area of interest, find the manufacturers that are utilized in that field. They usually have training information for the users of their equipment.

One library source of additional manufacturer information is:

Thomas Register of American Manufacturers and Catalog File
- Volumes 1-10 list products and services alphabetically
- Volumes 11 and 12 list company profiles with addresses and brand names with an index included in Volume 12.
- Volumes 13-18 include catalogs of companies and cross reference of the first 12 volumes. Traffic guide included in Volume 18.

GUIDES TO FREE MATERIALS

Aubrey, Ruth H. Selected Free Materials for Classroom Teachers. 6th ed. Belmont, California: Fearon-Pitman, 1978. 118 pp.

Educators' Guide to Free Audio and Video Materials. Randolph, Wisconsin: Educators' Progress Service. Annual.

Educators' Guide to Free Films. Randolph, Wisconsin: Educators' Progress Service. Annual.

Educators' Guide to Free Filmstrips. Randolph, Wisconsin: Educators' Progress Service. Annual.

Educators' Index of Free Materials. Randolph, Wisconsin: Educators' Progress Service. Annual.

Educators' Grade Guide to Free Teaching Aids. Randolph, Wisconsin: Educators' Progress Service. Annual.

Lamberti, Joseph. Yours for the Asking: An Annotated Listing of Sources of Free Materials, with Expanded Sections in Career Education and Environmental Education. Cedar Falls, Iowa: University of Northern Iowa, 1975. 91 pp.

Shaffer, Dale E. Free Posters, Charts and Maps (Sources for Over 500 Bulletin Board Items). Salem, Ohio: Dale E. Shaffer, 1974. 27 pp.

_____. Sources of Free Teaching Materials. Salem, Ohio: Dale E. Shaffer, 1975. 58 pp.

Where to Get Hundreds of Educational Materials Free. 2nd ed. Greenwich, Connecticut: Frances Press, 1975. 24 pp.

GUIDES TO AUDIO-VISUAL MATERIALS

Meyer, Marcia K. Guide to Educational and Learning Aids: A Veritable Treasure Chest of Ideas, Products, Audio and Visual Aids to Make Teaching Easier and Learning More Fun for Students of All Ages. Laguna Hills, California: R.M. Enterprises, 1976. 127 pp.

Rufsvoid, Margaret I., and Carolyn Guss. Guides to Educational Media: Films, Filmstrips, Kinescopes, Phonodiscs, Phonotapes, Programmed Instruction Materials, Slides, Transparencies, Videotapes. 3rd ed. Chicago: American Library Association, 1971. 116 pp.

The Media Dictionary
Southwest Iowa Learning Resources Center
Red Oak, Iowa

A listing of audio visual aids available at the center. Cost if any included.

Eastman Kodak Co.
1775 Commerce Dr. NW
P.O. Box 4778 Federal Annex
Atlanta, Georgia 30318

Filmstrips, 8mm movies, slides, video available. Must write to above address for information of particular area.

Education Media Yearbook

Lists published material for that year in all educational fields including vocational areas. Lists price and where to locate materials of interest in centers throughout the country.